

## Training

# Quick Reference Card - Get started designing your own professional publications

Start with and adapt a pre-designed publication

### Start a new publication based on a pre-designed one

Start Microsoft® Office Publisher 2003. In the **New Publication** task pane on the left, under **New from a design**, click the category you want, and then click a publication type.

### Change the color scheme

In the **<Publication> Options** task pane, click **Color Schemes**. Under **Apply a color scheme**, choose the color scheme you want.

### Change the font scheme

In the **<Publication> Options** task pane, click **Font Schemes**. Under **Apply a font scheme**, choose the font scheme you want.


### Find a specific task pane

Click the down arrow at the top of the task pane, and then click the task pane you want.


**Tip** If you don't see the task pane, on the **View** menu, click **Task Pane**.

## Add, reposition, and format text

### Add new text

Click the **Text Box** tool  on the **Objects** toolbar. Drag to create a rectangle on the page. Type your text in the empty box surrounded by round handles.

### Move a text box

Place the pointer over any part of the text box boundary. When the pointer becomes a four-headed arrow , drag.

### Resize a text box

Click the text box. Place the pointer over one of the round handles. When the pointer becomes a two-headed arrow , drag.

### Rotate a text box

Click the text box. Place the pointer over the green rotation handle. When the pointer becomes a circle , drag in the direction

you want to rotate the text.

## Change the appearance of text

Select the text. On the **Format** menu, click:

**Font** to change the font or the font size, color, and style.

**Paragraph** to change the alignment, indentation, line spacing, and line and paragraph breaks.

**Bullets and Numbering** to add or change the style of bullets and numbers.

## Change the appearance of the text box

Click the text box. On the **Format** menu, click **Text Box**, and then:

To add a colored or decorative border, click the **Colors and Lines** tab.

To add a background fill, click the **Colors and Lines** tab.

To change the margins between the text and the text box boundary, click the **Text Box** tab.

## Divide a text box into columns

Click the text box. On the **Format** menu, click **Text Box**, click the **Text Box** tab, and then click **Columns**.

## Add "Continued" notices to text boxes


Click the text box. On the **Format** menu, click **Text Box**, click the **Text Box** tab, and then select either **Include "Continued on page..."** or **Include "Continued from page..."**.

## Add and reposition pictures

### Add a new picture or frame


To replace an existing placeholder picture, right-click the picture, and then click **Change Picture**.

**Tip** If you don't see the **Change Picture** command, the picture is part of a group. Click the picture again until you see gray circles around it, and then right-click it.

To create a new picture frame and put a picture in it, click the **Picture Frame** tool  on the **Objects** toolbar.


To add an empty picture frame, on the **Insert** menu, point to **Picture**, and then click **Empty Picture Frame**.

### Move a picture


Place the pointer over the picture. When the pointer becomes a four-headed arrow , drag.

### Resize a picture

To resize a picture and maintain the original proportions, click the picture, press **SHIFT**, and then drag a corner handle.

To resize a picture by eliminating unwanted portions, click the **Crop** tool  on the **Picture** toolbar. Position the pointer over a black cropping handle, and then drag.

### Rotate a picture

Click the picture. Place the pointer over the green rotation handle. When the pointer becomes a circle , rotate.

### Control text wrap


Click the **Text Wrapping** tool  on the **Picture** toolbar.

## Format pictures

### Display the Picture toolbar

On the **View** menu, point to **Toolbars**, and then click **Picture**.

### Add a border

Click the **Format Picture** tool  on the **Picture** toolbar, and then click the **Colors and Lines** tab.

### Change picture colors

Click the **Format Picture** tool on the **Picture** toolbar, and then:

To add a colored background, click the **Colors and Lines** tab. Under **Fill**, choose a color and transparency value.  
(The background will be visible only in pictures that have transparent areas or do not fill the entire frame.)

To recolor a picture, click the **Picture** tab. Click **Recolor**, and then choose the color you want.

### Convert a picture to a watermark

Click the **Format Picture** tool on the **Picture** toolbar, and then click the **Picture** tab. Under **Image Control**, click **Washout** in the **Color** list, and then click **Recolor**. Select the color you want.

**Tip** On the **Arrange** menu, point to **Order**, and then click **Send to Back** to place a watermark behind the text and pictures that will appear over it.

### Tip about using the Format Picture tool

If you click the **Format Picture** tool and the **Format Object** dialog box opens instead, the picture you have selected is part of a group. To format a picture that is part of a group, click the picture once, and then click it again until gray handles surround it. Then click the **Format Picture** tool.

### Adjust contrast or brightness

Click a contrast or brightness tool on the **Picture** toolbar: **More Contrast** , **Less Contrast** , **More Brightness** , or **Less Brightness** .

